

LS Vendor: How to Submit Invoice for Payment Processing

LS Vendor – Two Ways to Submit Invoice

- New Work Orders signed on/after 3/28/2016:
 - Sign and date Contractor Invoice Page
 - Complete Invoice Approval Form in excel format
 - Send email with attachments to AEXFMDInvoices@state.gov
- Old Work Orders signed before 3/28/2016:
 - Complete, sign and date DS-3023 Public Voucher for Language Services
 - Complete Invoice Approval Form in excel format
 - Send email with attachments to AEXFMDInvoices@state.gov

Submit Invoice for New Work Orders

1. Sign and date page 2 of the Work Order entitled “Contractor Invoice”. Print and scan both page 1 (Work Order) and page 2 (Contractor Invoice) of the signed document and save it for email attachment.
2. Open the ‘Invoice Approval Form’ that is in excel format. Complete Section 1 Vendor Information; Lines 1, 2,4,5,6 and 7 (ignore Line 3). Leave the other Sections blank. (See next slide for sample)
 - A. Line 1- Vendor Name: Type your name exactly as is displayed in the ‘Assigned To’ section of the ‘Contractor Invoice’ page.
 - B. Line 2 – Vendor Code/Address Code: Enter the code as displayed in ‘Vendor Code’ section of the ‘Contractor Invoice’ page.
 - C. Line 4 – Date Invoice Received/Log Date: Enter the date you’re submitting your invoice to the Department of State.
 - D. Line 5 – Invoice Date: Enter the date you signed the ‘Contractor Invoice’.
 - E. Line 6 – Invoice Number: Enter the numbers as displayed in ‘Invoice Number’ section of the ‘Contractor Invoice’ page.
 - F. Line 7 - Invoice Amount: Enter the amount as shown under ‘Total Invoice Amount’ in the ‘Contractor Invoice’ page.
3. Save the ‘Invoice Approval Form’ in excel format only for submission. Any other file type for the ‘Invoice Approval Form’ will cause rejection.

LS Vendor – How to Complete Vendor Approval Form

Contractor Invoice

Contract Number: 12345

Vendor Code: 58454495

Invoice Number: O-2016-001679-AUC-001

Requisition/Reference: 108760000X

Assigned To: RecordDM1,
Phone:

E-Mail: RecordDM1@state.gov

Agency: DOS/DS/T/ATA, Office of Anti-Terrorism Assistance - Interpretation
Meeting Title: AU-ATAP-Project
Description: AU-Court: AU-ATAP-Project
Language: All items
Dates, including travel: from 06/01/2016 to 07/01/2016

Remuneration: 1 day of CI totaling \$ 700

Total Invoice Amount: \$ 700.00

Comment:

Job Number: O-2016-001679-AUC-001

This is your personal job number, which includes the order number, job

US Department of State – Office of Claims CFSC

Invoice Approval Form

Attach this form to the front of your payment to be processed

Section 1. Vendor Information

| | | |
|----|--------------------------------|-----------------------|
| 1. | Vendor Name | RecordMD1 |
| 2. | Vendor Code / Address Code | 58454495 |
| 3. | GFMS VI Document Number | |
| 4. | Date Invoice Received/Log Date | 7/15/2016 |
| 5. | Invoice Date | 7/15/2016 |
| 6. | Invoice Number | O-2016-001679-AUC-001 |
| 7. | Invoice Amount | \$700.00 |
| 8. | Approved Payment Amount | |

Submit Invoice for New Work Orders

4. Create email to AEXFMDInvoices@state.gov to submit invoice. The subject line must contain the Vendor Name, Invoice Number, the letter 'A' that represents the Bureau of Administration, followed by the Requisition Number. The requested information on the subject line must be provided without commas. All commas are replaced by a space bar. See example below:

Subject Line: Vendor Name (space bar) Vendor Invoice # (space bar) A (space bar) Requisition (Insert a "-" after the first 4 digits of the requisition number)

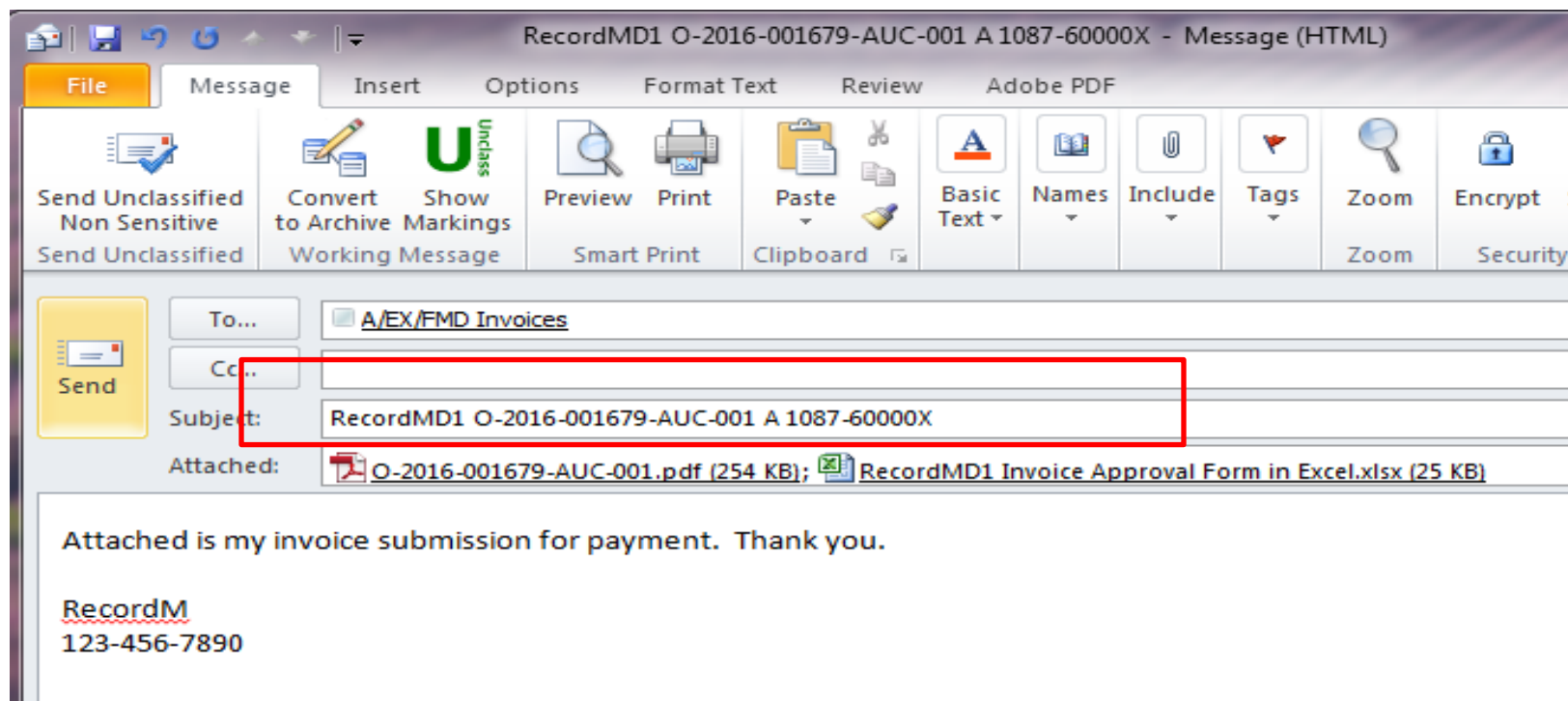
Example Subject Line: RecordMD1 O-2016-001679-AUC-001 A 1087-60000X

(See next slide for sample)

5. Attach the scanned document from step 1 and the excel document from step 3. Hit 'send' and you've completed your submission.
6. Remember to submit only one invoice per email. Email with multiple invoices will be rejected.

Submit Invoice for New Work Orders

Sample Email with Correct Subject Line



Submit Invoice for Old Work Orders

1. Complete Form DS-3023 Public Voucher for Language Services. Sign and date form.
2. Print and scan both Work Order and the DS-3023 and save it for email attachment.
3. Open the 'Invoice Approval Form' that is in excel format. Complete Section 1 Vendor Information; Lines 1, 2,4,5,6 and 7 (ignore Line 3). Leave the other Sections blank. (See next slide for sample)
 - A. Line 1- Vendor Name: Type your name exactly as is displayed in the 'Assigned To' section of the Work Order.
 - B. Line 2 – Vendor Code/Address Code: Enter the code as provided to you previously or email AEXFMDInvoices@state.gov for your Vendor Code.
 - C. Line 4 – Date Invoice Received/Log Date: Enter the date you're submitting your DS-3023 to the Department of State.
 - D. Line 5 – Invoice Date: Enter the date you signed the DS-3023.
 - E. Line 6 – Invoice Number: Enter the 'Order Number' as displayed in your Work Order.
 - F. Line 7 - Invoice Amount: Enter the amount as shown under 'Total Amount' in the Work Order.
4. Save the 'Invoice Approval Form' in **excel** format only for email attachment. Any other file type for the 'Invoice Approval Form' will cause rejection.

LS Vendor – How to Complete Vendor Approval Form

Work Order

Contract Number: 12345

Order Number: O-2016-001679-AUC-001

Requisition/Reference: 108760000X

Assigned To:

RecordDM1,

Phone:

E-Mail: RecordDM1@state.gov

Agency: DOS/DS/T/ATA, Office of Anti-Terrorism Assistance - Interpretation

Meeting Title: AU-ATAP-Project

Description: AU-Court: AU-ATAP-Project

Language: All items

Dates, including travel: from 06/01/2016 to 07/01/2016

Remuneration: 1 Day(s) of CI at \$700.00 Totaling \$ 700.00

Total Amount: \$ 700.00

Comment:

US Department of State – Office of Claims CFSC

Invoice Approval Form

Attach this form to the front of your payment to be processed

Section 1. Vendor Information

| | | | | |
|----|--------------------------------|-----------------------|--------|---|
| 1. | Vendor Name | RecordMD1 | | |
| 2. | Vendor Code / Address Code | 58454495 | | |
| 3. | GFMS VI Document Number | | | |
| 4. | Date Invoice Received/Log Date | 7/15/2016 | Bureau | A |
| 5. | Invoice Date | 7/15/2016 | | |
| 6. | Invoice Number | O-2016-001679-AUC-001 | | |
| 7. | Invoice Amount | \$700.00 | | |
| 8. | Approved Payment Amount | | | |

Submit Invoice for Old Work Orders

5. Create email to AEXFMDInvoices@state.gov to submit invoice. The subject line must contain the Vendor Name, Invoice Number, the letter 'A' that represents the Bureau of Administration, followed by the Requisition Number. The requested information on the subject line must be provided without commas. All commas are replaced by a space bar. See example below:

Subject Line: Vendor Name (space bar) Vendor Invoice # (space bar) A (space bar)
Requisition

(Insert a "-" after the first 4 digits of the Requisition number. Future Work Orders will be corrected to include a "-")

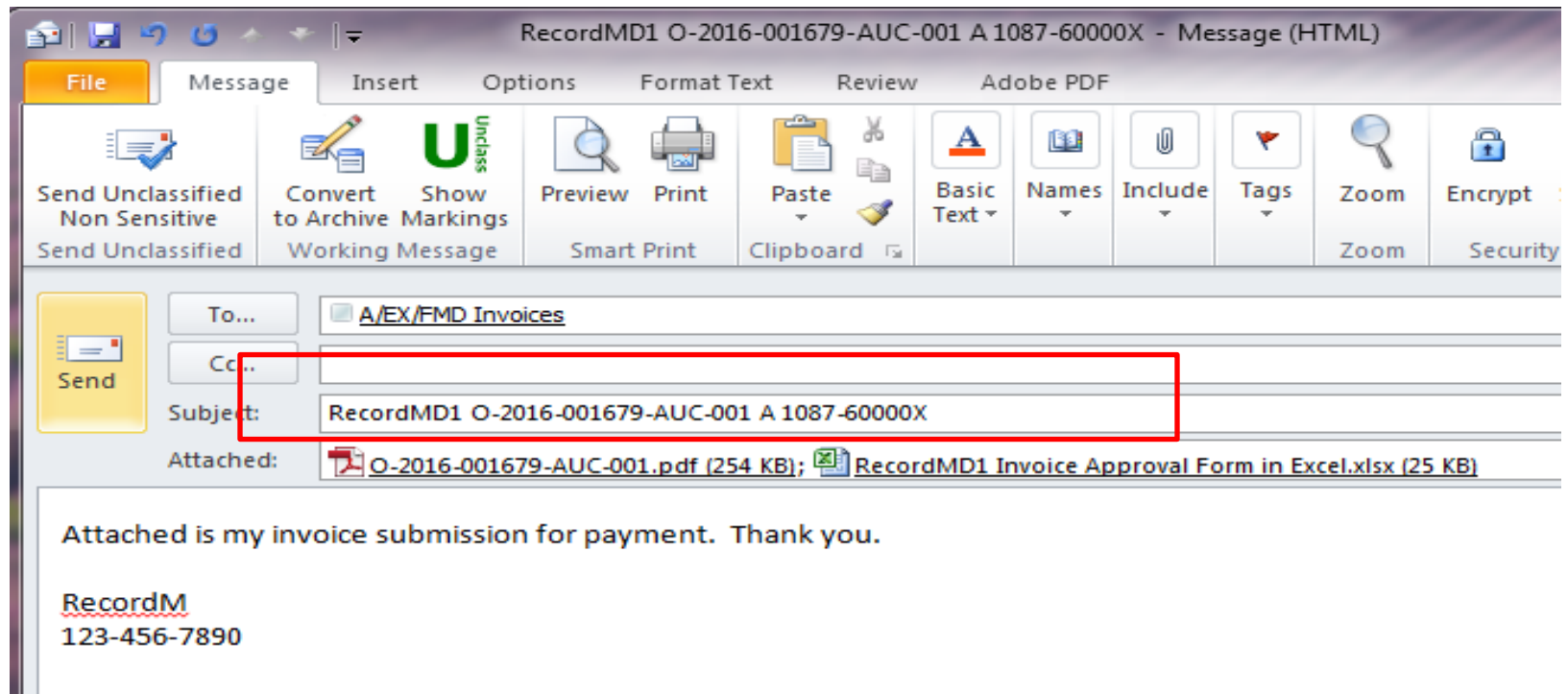
Example Subject Line: RecordMD1 O-2016-001679-AUC-001 A 1087-60000X

(See next slide for sample)

6. Attach the scanned document from step 1 and the excel document from step 3. Hit 'send' and you've completed your submission.
7. Remember to submit only one invoice per email. Email with multiple invoices will be rejected.

Submit Invoice for Old Work Orders

Sample Email with Correct Subject Line



How to Identify Requisition Number and Invoice Number from older Work Orders

1. Use Obligation as the Requisition Number
2. Use Job Nbr as the Invoice Number

| Translation Work Order | |
|--------------------------------|---|
| Job Nbr. O-2015-001503-TRC-002 | |
| Assigned To: | Rached, Olcay K. |
| Phone: | 703-477-2021 |
| | E-Mail: okrached@gmail.com |
| Description: | T-Re-Comparison: Azerbaijan FATCA |
| Security Classification: | Unclassified |
| Language Combination: | English / Azerbaijani |
| Due Date: | 12/11/2015 |
| Remuneration: | 11 Hour(s) of Re-Comparison at \$ 55.00 = \$ 605.00 |
| Total Amount: | \$ 605.00 |
| Job Number: | O-2015-001503-TRC-002 This is your personal job number, which includes the order number and three-digit extension. The entire job number including the job type must be indicated on your salary voucher in order to process your request. |
| Obligation | 1087600121 |

How to Prevent Delays in Payment Processing

1. Pay close attention to your SAMS registration. Do not let your registration expire and become inactive.
2. Pay close attention to the 'Assigned To' name on the Work Order. The name must be identical to your company as in your SAMS registration. Any deviation will cause payment rejections. Contact your Assigning Officer immediately if your Work Order is assigned to a name that does not match your SAMS registration, so that a Work Order amendment can be completed.